

# LIFE PATTERNS INC.

## Life Patterns Lowdown

### **In this issue:**

- \* **Intro to New Staff**
- \* **COVID Expectations**
- \* **Holiday Hours**
- \* **Time Changes Policy**
- \* **HCBS Relief Act**
- \* **Update Addresses**
- \* **Happy Thanksgiving**



### **Intro to New Staff**

Many may have heard some new voices in the Southwest office. We would like to welcome them onto our team.

**Debbie Peters** is joining our team as a program coordinator for the PD, FE, BI, and TA Waivers. She will be able to help with hours and answer all of your questions about hours and direct your calls in the SW Office. Debbie is a Certified Nurses Aide and has worked at a nursing facility with lots of experience helping others.

**Trudy Dyck** is the most recent to join our team also at the Southwest office location. She will be a Program Coordinator for UHC IDD members, and will help in the internal procedure of our office. She has experience as a paraprofessional at a local school district and has worked with children for many years.

Both are a great addition to our daily work and routines here in the Southwest Office. Please help us welcome them to our team.

### **COVID Exceptions Ending**

The Covid exceptions are still set to end on Nov, 11 2023. This is a reminder that some procedures will be affected.

The background checks for workers will need to be completed prior to the worker being able to start.

PCS hours will need to be kept to 12 hours in a 24-hour period of time, unless there is a prior exception granted by the MCO.

Designed Representative forms must be renewed and completed prior to them expiring from the previous year.

### **Office Hours**

Life Patterns Inc. will  
be closed for  
Thanksgiving

Nov. 23rd

&

Nov. 24th

## Time Reporting & Time Changes

With the excess amount of late edits recently, we want to go over our Time Reporting and Time Change Policy to ensure that we can keep family in compliance of Kansas regulations and deliver the best services to our clients and their families.

All workers must report time using the Kansas AuthentiCare System. It is the Employer's or Designated Representative's responsibility to ensure that the worker uses the AuthentiCare System. If an employee provides support and does not clock in or clock out via AuthentiCare to record the time, they will not get paid. If the employee misses a clock in or clock out, the Employer or Designated Representative must report the time change in writing to Life Patterns Inc. within 48 hours, or the shift will not be paid. Employer's and Designated Representative's also can have access to AuthentiCare for viewing hours. Please let us know if you wish to be set up with a login and password to access the hours.

If there is a clock in or out missing from a shift, you will need to notify the Employer immediately. The Employer or Designated Representative can submit time change to the shift in writing. All time changes must be reported to Life Patterns Inc. within 48 hours of the date needing the correction. Time changes can be submitted by mail, email, or online via our website: [www.lifepatternsks.org](http://www.lifepatternsks.org).

We will make a maximum of five (5) time changes per month, per individual receiving services. Again, it is the responsibility of the Employer or Designated Representative to make sure that workers are clocking in and out using the AuthentiCare system. We will process pay as quickly as possible, but cannot guarantee timely payment for changes reported after 48 hours.

### Home and Community Based Services Relief Act of 2023

The Federal Government and US Senator Bob Casey are working on a bill to help increase funds for HCBS. This could increase federal funding to states by 10% over the next two years. This bill is meant to help stabilize HCBS programs and help recruit and retain workers.

These funds can be used to increase pay for workers and provide additional benefits for workers such as paid leave, transportation cost, and training for workers. It also can be used to reduce the states' HCBS waiting lists.

More information can be found at: <http://www.paproviders.org/tag/hcbs-relief-act-of-2023/>

### Address Changes

With the end of the year approaching quickly, please make sure that addresses and contact information are up to date with Life Patterns, so that we can have accurate information on file when mailing out W2's in January for all workers in 2024.

Please go to our website to obtain an Address Change Form to fill out and send to our office:  
[www.lifepatternsks.org](http://www.lifepatternsks.org)

Completed forms can be mailed or emailed to:

Topeka— [Kristen@lifepatternsks.org](mailto:Kristen@lifepatternsks.org)

Montezuma— [Eva@lifepatternsks.org](mailto:Eva@lifepatternsks.org)

## Happy Thanksgiving

**Date:** 10/24/2023  
**To:** HCBS Participants  
**Subject:** HCBS Appendix K Member Notice

During the COVID-19 Public Health Emergency there were some new ways that your Home & Community Based Services were able to be delivered. This is to let you know that some of those services or ways services have been delivered will be ending on **Nov. 11, 2023**, and that some will continue. Your MCO Care Coordinator will help you understand what is changing, and will help you develop a plan, if you need to.

**The service delivery options that will continue after Nov. 11 include the following:**

- **Parents/Family Members being Paid:**

Parents and Family Members of both children and adults may be paid to provide the Personal Care Services (PCS) which are approved in the service plan. For children under age 18, this includes Personal Care Services approved for needs related to the child's disability which are above and beyond what a parent would provide to a typically developing child of the same age.

Enhanced Care Services will continue to be required to be provided by someone living outside of the home.

The requirements about Conflict of Interest will need to be followed. Spouses, parents of minor participants, and other legal representatives can only be paid with Medicaid funds if they meet certain conditions. Your MCO Care Coordinator can assist you with knowing what these requirements are.

Regardless of who the employee is, all employers **must** comply with the [Fair Labor Standards Act](#) when it comes to compensating employees.

Personal Care Services (PCS) cannot be authorized as a substitute for Specialized Medical Care (SMC) when in-home nursing is a need and chosen by the family as a service. When PCS is approved, parents can continue to self-direct it and be paid. Health Maintenance Activities can be completed by a PCS worker when a physician or RN statement is present.

Foster parents may not be paid to provide any HCBS service unless they have an exception from Kansas Department of Aging & Disability Services (KDADS).

- **A Remote Option for Receiving Services**

You will be able to receive some of your in-home services through tele-video. The State is currently working to receive approval from the federal government for this. Your MCO Care Coordinator will provide you with more information on this option when it is approved.

- **Electronic Signature Option for Signing Your Plan**

The MCOs will continue to be able to offer you an electronic signature option for signing your Person-Centered Service Plan.

**The provisions that go back to the way they were prior to the public health emergency effective November 11, 2023 include the following:**

- You will need to complete your annual eligibility assessment within 365 days of the previous one.
- Your MCO Care Coordinator will need to meet with you in-person to complete your Person-Centered Plan assessments and service plan.
- Your employees must have all required background checks completed prior to providing services to you.
- **Temporary Workers need to use Electronic Visit Verification (EVV)** This includes temporary workers and family members who are paid.
- Foster Parents must receive an exception from Kansas Department of Aging & Disability before being paid to provide a Home and Community Based Service.
- **If you** live in a facility or home owned by your provider, the provider cannot restrict your ability to have visitors when you choose.
- **If you** have an IDD Targeted Case Manager, they cannot provide any of your Home and Community Based Services, they can only provide case management.
- You must use at least one of the HCBS services in your Person-Centered Service Plan at least every 30 days to remain eligible for HCBS.
- Daily or monthly limits placed on certain HCBS services, and the exception criteria, will go back in place. Your MCO Care Coordinator can help explain what these are if you have questions.
- **Your** Personal Care or Respite services need to be provided to you one-on-one, and not provided to others at the same time.
- **Your** HCBS services must be provided in the required locations. This includes that IDD Day Services may not be provided in your home unless you have an exception. HCBS services may not be provided while you are in the hospital. Persons on the IDD or Brain Injury waivers may not receive HCBS services in an Assisted Living Facility.
- **Your** workers must complete any required CPR/First Aid training in person and not online.

If you have questions about any of the information in this bulletin, please ask your MCO Care Coordinator. They will help you with getting the information you need.

*Seth A. Kilber*

**Seth Kilber**, Assistant Commissioner  
Long Term Services and Supports  
Kansas Department for Aging and Disability Services